



**CITY OF SURPRISE**  
**Public Safety Retirement Commission - Fire**  
**16000 N. Civic Center Plaza**  
**Surprise, AZ 85374**  
Wednesday, March 13, 2019 @ 9:00 AM  
**COUNCIL OVERFLOW ROOM**

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Public Safety Retirement Commission- Fire Agenda

**CALL TO THE PUBLIC:**

**INSTRUCTIONS:** In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

**Note:** A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

**CONSENT AGENDA:**

- 1. Internal Discussion and action pertaining to approval of PSPRS  
Local Board- Fire February 13, 2019 meeting minutes. Human Resources

**REGULAR AGENDA ITEM - NON-PUBLIC HEARING:**

- 2. Internal Consideration and action pertaining to the acceptance of  
Donny Martinez into the Deferred Retirement Option Plan (DROP) effective February 24, 2019. Human Resources

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum of the Public Safety Personnel Retirement Commission ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2)); or discussion or consultation for legal advice with the Commission's attorneys (A.R.S. §38-431.03(A)(3)).

**Confidentiality Requirements:** Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

- I. Adjournment

POSTED: March 7, 2019 at 9:55 AM

**SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.**



**CITY OF SURPRISE**  
**Public Safety Retirement Commission - Fire**

Council Meeting Date: March 13, 2019  
Submitting Department: Human Resources  
Staff Recommendations:

Contact Person:  
District: Internal

---

Consent: Yes      Regular: No      Public Hearing: No      Report/Discussion: No

---

**Agenda Wording:**

Discussion and action pertaining to approval of PSPRS Local Board- Fire February 13, 2019 meeting minutes.

---

**Motion:**

I move to approve the PSPRS Local Board- Fire February 13, 2019 meeting minutes.

---

**Background:**

N/A

---

**Objective Analysis:**

N/A

---

**Policy Compliant:**

N/A

---

**Financial Impact:**

N/A

---

**Budget Impact:**

N/A

**FTE Impact:**

N/A

---

**ATTACHMENTS:**

1. DRAFT PSPRS MEETING MINUTES-Fire-2019.02.13
-



**PUBLIC SAFETY RETIREMENT SYSTEM  
CITY OF SURPRISE LOCAL BOARD – FIRE**  
Draft Minutes, Wednesday, February 13, 2019  
16000 North Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the PSPRS City of Surprise Local Board – Fire Meeting held at 9:00 a.m. Wednesday, February 13, 2019. The meeting was held in City Hall, Council Overflow Conference Room.

**Call To Order:**

Vice-chair Rick Valdez called the meeting to order at 9:11 a.m.

**A. Roll Call:** Scott Gwaltney, Chairperson & Citizen Board Member –  
Absent excused  
Don Jeffery, Citizen Board Member – Absent  
Jim Conner, Citizen Board Member – Present  
Rick Valdez, Vice-Chair & Employee Board Member – Present  
Christopher Preest, Employee Board Member – Present

In attendance: Chanda Washington, Board Administrator  
Lindsey Steinhoff, Human Resources

**B. Pledge of Allegiance:** None

**C. Current Events and Reports:** None

**D. Staff Reports:** Ms. Washington introduced our new board member Jim Conner who was voted in last week by City Council after being appointment by Mayor Hall and approved by City Council. Ms. Washington explained Chair Gwaltney is excused for today's meeting. Ms. Washington let the board know, we will need a meeting next month as they have someone who wants to go into the DROP program. Our meeting will be on March 13<sup>th</sup> at 9am.

**Call to the Public:** None

**Consent Agenda:**

**#1.** Discussion and action pertaining to the approval of PSPRS Local Board - Fire January 9, 2019 Meeting Minutes. **-Approved**

Motion: Preest  
Second: Conner  
Opposed: None

Scott Gwaltney- absent excused  
Don Jeffrey- absent  
Jim Conner- abstain  
Rick Valdez- voted yes  
Christopher Preest- voted yes



**Regular Agenda:**

- #2.** Consideration and action pertaining to acceptance of one (1) new Firefighter into the PSPRS System as follows: Luis H. Garcia, effective 10/08/2018 with pre-existing conditions- **Approved**

Motion: Preest  
Second: Conner  
Opposed: None

Scott Gwaltney- absent excused  
Don Jeffrey- absent  
Jim Conner- voted yes  
Rick Valdez- voted yes  
Christopher Preest- voted yes

- #3.** Consideration and action pertaining to the acceptance of the amended PSPRS membership date for four (4) Firefighters into the PSPRS System. - **Approved**

Ms. Washington reported during an audit there were 4 employees identified as having a start date with the City of Surprise as January 4, 2006 and their PSPRS enrollment date was January 9, 2006. The differences in dates was due to a clerical error. The City of Surprise is now coming back to the board to have the PSPRS membership dates amended to January 4, 2006. Ms. Washington reported the forms to update the date have already been completed by the employees and sent to PSPRS for processing.

Mr. Preest asked if PSPRS indicated there was a problem with processing this change. Ms. Washington said we have not heard back from PSPRS on a status of the forms. Mr. Preest asked if all members were ok with the membership date change and Ms. Washington said they all were.

Mr. Conner moved to approve the acceptance of the amended PSPRS membership date for four (4) Firefighters into the PSPRS System as follows:

Douglas Richards, effective 1/4/2006  
Kevin Johnston, effective 1/4/2006  
Melissa R. King, effective 1/4/2006  
Steven Spirlong, effective 1/4/2006

Motion: Conner  
Second: Preest  
Opposed: None

Scott Gwaltney- absent excused  
Don Jeffrey- absent  
Jim Conner- voted yes  
Rick Valdez- voted yes

Christopher Preest- voted yes

**#4.** Consideration and action pertaining to placing items on future agenda.

Mr. Preest asked if we had any more information on buy backs or tier 1b DROP changes. Ms. Washington let him know we have not received any further information from PSPRS regarding the refunds.

None of the board members wish to add anything to the next agenda at this time.

**#5.** Executive Session: Consideration and action to enter into Executive Session pursuant to A.R.S. 38-431.03 (A) (2) and (3) for consideration or discussion of material deemed confidential by law and/or discussion or consultation for legal advice with the board attorney regarding the local board procedures.

**Adjournment:**

Board Member Christopher Preest made a motion to adjourn the meeting at 9:20 a.m.  
– **Approved**

Motion: Preest  
Second: Conner  
Opposed: None

Scott Gwaltney- absent excused  
Don Jeffery- absent  
Jim Conner- abstain  
Rick Valdez- voted yes  
Christopher Preest- voted yes

---

Scott Gwaltney, Chairperson, Board Member – Citizen

---

Donald Jeffery, Board Member – Citizen

---

Jim Conner, Board Member – Citizen

---

Rick Valdez, Vice-Chairperson, Board Member – Fire Dept.

---

Christopher Preest, Board Member – Fire Dept.

---

Chanda Washington, Board Secretary



**CITY OF SURPRISE**  
**Public Safety Retirement Commission - Fire**

Council Meeting Date: March 13, 2019  
Submitting Department: Human Resources  
Staff Recommendations:

Contact Person:  
District: Internal

---

Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

---

**Agenda Wording:**

Consideration and action pertaining to the acceptance of Donny Martinez into the Deferred Retirement Option Plan (DROP) effective February 24, 2019.

---

**Motion:**

I move to approve the acceptance of Donny Martinez into the Deferred Retirement Option Plan (DROP) effective February 24, 2019.

---

**Background:**

N/A

---

**Objective Analysis:**

N/A

---

**Policy Compliant:**

N/A

---

**Financial Impact:**

The employee and employer contributions will cease effective 2/24/19.

---

**Budget Impact:**

The employee and employer contributions will cease effective 2/24/19.

**FTE Impact:**

N/A

---

**ATTACHMENTS:**

---